

**OHIO BOARD OF DIETETICS
MINUTES OF THE BOARD MEETING
August 1, 2014
31st Floor, Board Room, Vern Riffe Center
Columbus, Ohio 10:00 A.M.**

AGENDA ITEM #1 – CALL TO ORDER

BOARD MEMBERS PRESENT: Susan Finn, Christopher Taylor, John Ridgway, Judith Nagy

OTHERS PRESENT: Pat McKnight, Ohio Academy of Nutrition and Dietetics liaison (Consumer Protection Coordinator); Donald Davis, Compliance Specialist; Karen Morrison, OBD Executive Secretary; Melissa Wilburn, Assistant Attorney General.

Chairman Finn called the meeting to order at 10:03 a.m., noting that a quorum was in attendance. Ms. Finn welcomed the group.

AGENDA ITEM #2 – APPROVAL OF MINUTES OF MAY 23, 2014

The minutes of the May 23, 2014 regular Board meeting were presented to the Board by the Executive Secretary and they were reviewed and approved as submitted. The following motion resulted:

RESOLUTION #1

John Ridgway moved and Judith Nagy seconded a motion to approve the minutes of the May 23, 2014 regular Board meeting as submitted by the Executive Secretary. The motion was approved with vote as follows:

Susan Finn	yes	John Ridgway	yes
Christopher Taylor	yes	Judith Nagy	yes

AGENDA ITEM #3 – APPROVAL OF LICENSES

Ms. Morrison presented the names of 10 individuals to the Board who were issued a Limited Permit license between May 23, 2014 and June 27, 2014 during Fiscal Year 2014. The Limited Permits expire on October 31, 2014. The following motion was made:

RESOLUTION #2

Christopher Taylor moved and Susan Finn seconded a motion to place upon the minutes of the August 1, 2014 meeting the names of 10 individuals who were issued a Limited Permit during Fiscal Year 2014 since the May 23, 2014 meeting of the Board. The names appear on the list presented to the Board by the Executive Secretary. (See attached list labeled Resolution #2)

The motion was approved with vote as follows:

Susan Finn	yes	John Ridgway	yes
Christopher Taylor	yes	Judith Nagy	yes

Ms. Morrison presented the names of 7 individuals to the Board who were issued a Limited Permit license between July 2, 2014 and July 25, 2014 during Fiscal Year 2015. The Limited Permits expire on October 31, 2014. The following motion was made:

RESOLUTION #3

Christopher Taylor moved and Susan Finn seconded a motion to place upon the minutes of the August 1, 2014 meeting the names of 7 individuals who were issued a Limited Permit during Fiscal Year 2015 since the May 23, 2014 meeting of the Board. The names appear on the list presented to the Board by the Executive Secretary. (See attached list labeled Resolution #3)

The motion was approved with vote as follows:

Susan Finn	yes	John Ridgway	yes
Christopher Taylor	yes	Judith Nagy	yes

Ms. Morrison presented the names of 6 individuals to the Board who were issued a pro-rated initial license between May 23, 2014 and June 13, 2014 during Fiscal Year 2014. The following motion was made:

RESOLUTION #4

Christopher Taylor moved and Susan Finn seconded a motion to place upon the minutes of the August 1, 2014 meeting the names of 6 individuals who were issued a pro-rated initial license during Fiscal Year 2014 since the May 23, 2014 meeting of the Board. The names appear on the list presented to the Board by the Executive Secretary. (See attached list labeled Resolution #4)

The motion was approved with vote as follows:

Susan Finn	yes	John Ridgway	yes
Christopher Taylor	yes	Judith Nagy	yes

Ms. Morrison presented the names of 46 individuals who were issued a license for the period between July 1, 2014 and July 25, 2014 for Fiscal Year 2015. The list included 41 initial licenses, 2 reactivations and 3 reinstatements. The following motion was made:

RESOLUTION #5

Christopher Taylor moved and Susan Finn seconded a motion to place upon the minutes of the August 1, 2014 meeting the names of 46 individuals who were issued a license for Fiscal Year 2015 between July 1, 2014 and July 25, 2014. There were 41 initial licenses, 2 reactivations and 3 reinstatements. The names appear on the list presented to the Board by

the Executive Secretary. (See attached list labeled Resolution #5) The motion was approved with vote as follows:

Susan Finn	yes	John Ridgway	yes
Christopher Taylor	yes	Judith Nagy	yes

AGENDA ITEM #4 – ENFORCEMENT REPORT- DON DAVIS

Mr. Davis presented the Enforcement Report for the period of May 23, 2014 to June 30, 2014 for Fiscal Year 2014. The enforcement statistics indicate that the period started with 10 open cases and 5 cases were closed at the May 23, 2014 Board meeting. One case was opened resulting in a pending caseload of six.

For the period of July 1, 2014 to August 1, 2014 for Fiscal Year 2015, the period started with 6 open cases. No cases were opened or closed prior to the August 1, 2014 meeting of the board, resulting in a pending caseload of six cases.

A summary of completed and pending cases was provided.

A copy of the Enforcement Report is attached to the minutes of this meeting.

AGENDA ITEM # 5 – EXECUTIVE SESSION – ENFORCEMENT

The Board moved into Executive Session at 10:15 a.m. with the following motion:

RESOLUTION #6

Susan Finn moved and John Ridgway seconded a motion for the Board to move into Executive Session pursuant to Revised Code Section 121.22(G) purposes of deliberation on matters pertaining to enforcement.

The motion was approved with roll call vote as follows:

Susan Finn	yes	John Ridgway	yes
Christopher Taylor	yes	Judith Nagy	yes

The Board came out of Executive Session at 10:30 a.m.

AGENDA ITEM #6 – FINDINGS, ORDERS, AND ACTIONS

Following Executive Session the following findings, orders and actions were made:

RESOLUTION #7

John Ridgway moved and Judith Nagy seconded a motion to close the following case for the reasons cited:

14OBD77 Unfounded

The motion was approved with vote as follows:

Susan Finn	yes	John Ridgway	yes
Christopher Taylor	recused	Judith Nagy	yes

STATUS OF BOARD ACTIONS

There were no board actions to report.

AGENDA ITEM #7 – FINANCIAL REPORT (FY14)

The financial report was presented by Ms. Morrison for the months of May – June 2014 including Allotments, Expenditures and Revenues to date. She reported that the available budget is \$435.80 after encumbrances.

Routine expenditures occurred during the period including \$41,339.08 in May 2014 and \$27,024.13 in June 2014. Revenues of \$153,565.00 in May and \$119,205.00 in June were reported in OAKS. Total revenue for FY 2014 is \$382,915.00.

A copy of the financial report is attached to the minutes of the meeting. The following motion was made:

RESOLUTION # 8

John Ridgway moved and Christopher Taylor seconded a motion to approve expenditures as presented for May and June 2014 and to accept the Financial Report as submitted to the Board by the Executive Secretary.

The motion was approved with vote as follows:

Susan Finn	yes	John Ridgway	yes
Christopher Taylor	yes	Judith Nagy	yes

Ms. Morrison sought the boards input and inquired whether they would approve the payment of monthly parking expenses for the exempt OBD staff, Ms. Morrison and Mr. Davis.

RESOLUTION #9

John Ridgway moved and Christopher Taylor seconded a motion to approve monthly parking expenditures for the exempt staff of the board of dietetics. The motion was approved with vote as follows:

Susan Finn	yes	John Ridgway	yes
Christopher Taylor	yes	Judith Nagy	yes

Ms. Morrison sought the boards input and inquired whether they would approve the exempt staff of the board to work flexible hours, such as four ten-hour days, provided that the office is staffed from 8:00 a.m. to 5:00 p.m. This will increase efficiency by reducing our weekly commuting times and also improve office efficiencies by scheduling routine appointments on the off days. Staff will alternate days off to ensure office coverage.

RESOLUTION #10

Christopher Taylor moved and John Ridgway seconded a motion to approve flexible work hours for the exempt staff of the board of dietetics. The motion was approved with vote as follows:

Susan Finn	yes	John Ridgway	yes
Christopher Taylor	yes	Judith Nagy	yes

AGENDA ITEM #8 – FINANCIAL REPORT (FY15)

Financial reports for FY15 were not available at the time of the board meeting.

AGENDA ITEM # 9– DISCUSSION OF VACANT SECRETARY POSITION

Ms. Morrison updated the board on the current status of the office functions. Mr. Davis and Ms. Morrison expressed their opinions that the workload is currently manageable. The board will not actively seek to fill the position at this time.

AGENDA ITEM #10 – FY16-17 BUDGET

Ms. Morrison discussed the upcoming budget for the FY16-17 biennium. The budget is due on September 17. Additional funds will be requested in anticipation of the E-license project, as the cost has been predicted to be several times the current amount, but still is pending.

AGENDA ITEM #11 – BOARD REPORTS

CHAIRMAN – Chairman Finn

Chairman Finn shared her experience regarding her recent appointment to the National Commission on Hunger. It is an eighteen month commission. During that time the committee is charged with developing recommendations for the 15 food and nutrition programs. The budget for the commission is one million dollars.

OAND LIAISON/CONSUMER PROTECTION COORDINATOR – Pat McKnight

Ms. McKnight discussed the recent passage of the CMS rule for diet order writing. Ms. McKnight reported that the Academy of Nutrition and Dietetics was impressed that OBD had the foresight to draft and implement an administrative rule over one year ago to address the CMS rule which had not been drafted at that time.

Ms. McKnight informed the board that the 7th Legislation and Public Policy Day (for students and interns) is October 14, 2014. She shared the agenda with the board. The next Legislative day for dietitians is March 25, 2015.

Ms. McKnight informed the board that the Academy of Nutrition and Dietetics has new credentialing for Dietetic Technician Registered (DTR). The DTRs are now able to identify their degree in their signature. Examples are: a DTR who has an associate's degree would sign NAME, AA, DTR. Likewise if a DTR has a bachelor's of science, they would include BS, DTR after their signature. Other changes include the option to use NDTR for Nutrition and Dietetics Technician, Registered.

Ms. McKnight reported that the public member vacancy remains to be filled.

DIRECTORS REPORT – Karen Morrison

Ms. Morrison reported on the MBE (Minority Business Enterprise) scorecard. All agencies must spend 15% of their eligible expenditures with MBE vendors, per Ohio law. The Board of Dietetics exceeded 15%, spending 26.46% with MBE vendors.

Ms. Morrison shared the Management Letter from the State Auditor's office for the audit period of FY13 and FY14. She was pleased to report the agency had no findings or recommendations. A copy of the management letter is attached to the minutes of the meeting.

Ms. Morrison reminded the board that a presentation and additional documents were sent by the CNS (Certified Nutrition Specialist) executive director. This will be on the November 14, 2014 agenda.

Ms. Morrison sought the boards input for questions from Ms. Gupta about activities she has inquired about doing. After brief discussion it was determined that Guideline F should be reiterated, specifically *“Collection of nutritionally relevant data, whether gathered manually or by nutrient analysis software is beyond the jurisdiction of the Board. However, the manner in which the data is utilized may be the practice of dietetics. A dietitian license is required to interpret the results, provide nutritional assessments, recommend appropriate nutritional intake, and provide nutritional counseling or education as components of preventive, curative and restorative health care, unless specifically exempted from licensure.”*

Ms. Morrison provided an update from the Boards and Commissions management group. The Ohio Business Compliance Program Incentive was introduced and discussed.

Ms. Morrison shared the 2014 Combined Charitable Campaign Agency Goal with the board. These contributions are from individuals, not agency funds.

AGENDA ITEM #12 – UPCOMING MEETINGS

November 14, 2014
February 6, 2015
May 1, 2015
August 7, 2015
November 6, 2015

AGENDA ITEM #13 – FY15 RENEWAL UPDATE

As of August 1, 2014, renewal statistics are as follows:

Renewed online: 3,650
Renewed via paper: 84
Have not renewed: 125
Changed to inactive: 97
Changed to expired: 13

AGENDA ITEM #14 – DISCUSSION OF PERTINENT LEGISLATIVE ISSUES

Ms. McKnight discussed current legislative issues. HB 264 sponsored by Representative Wachtmann is the “safe at school” bill for children with diabetes. It passed the House and the Senate. The bill is in the process of implementation. Workshops are being developed to guide individuals on fulfilling the intentions of the bill.

AGENDA ITEM #15 & #16 – SUBCOMMITTEE MEETINGS AND REPORTS

Five learning plans were received by the board after the May 23, 2014 meeting of the board.

The Education subcommittee reviewed four Continuing Education / Professional Development Learning Plans and one Professional Development Learning Log. The Rules committee did not have any items to discuss. The applications committee did not have any items to discuss.

Each committee provided a brief report.

EDUCATION COMMITTEE – The Education committee reported that they reviewed four and approved three Professional Development Learning Plans. They reviewed and approved one learning log.

RULES COMMITTEE – The Rules committee did not have any items to discuss.

APPLICATIONS COMMITTEE- The applications committee did not have any items to discuss.

NEW BUSINESS – There was no new business to report at this time.

AGENDA ITEM #17 – PRESENTATIONS SINCE MAY 23, 2014 MEETING

*MetroHealth Medical Center May 2014 4 dietetic interns
*Youngstown State University June 2014 10 undergraduates/interns

*SKYPE presentation

AGENDA ITEM #18 – ANNUAL ETHICS REQUIREMENT

The full board and staff participated in an e-course sponsored by the Ethics Commission for one hour. The minutes serve as documentation for attendance in the annual ethics training requirement.

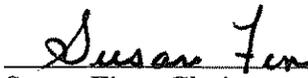
AGENDA ITEM #19 – ADJOURNMENT

A motion was made to adjourn the meeting. There was consensus by the Board to adjourn the August 1, 2014 meeting of the Ohio Board of Dietetics at 2:45 p.m.

Respectfully submitted,

 Date 11/14/14

Karen Morrison, Executive Secretary
Ohio Board of Dietetics

 Date 11/14/14

Susan Finn, Chairman
Ohio Board of Dietetics

 Date 11/14/14

Witness